



## DOT Employee Newsletter October 2001

### *From Norman Y. Mineta, The Secretary of Transportation*

*Over the next several years, the U.S. Department of Transportation will face a significant challenge in recruiting candidates to fill vacancies created by retirements and departures from federal service. This challenge, however, also presents an historic chance to open job opportunities at the Department to individuals who may have had difficulty accessing them in the past, including people with disabilities.*

*Section 501 of the Rehabilitation Act of 1973 prohibits Federal executive branch agencies from discriminating against qualified individuals with disabilities. It also requires agencies to take affirmative action in hiring, placing, and advancing people with disabilities.*

*As one of the authors of the Americans with Disabilities Act during my service in Congress, I am firmly committed to making the Department of Transportation a model employer in opening job opportunities and building a positive work*

*environment for people with disabilities.*

*All applicants and employees have the right to be treated with respect and individuals must be recruited, hired, and promoted based upon their qualifications and experience. The Department has both an ethical and legal obligation to provide reasonable accommodations that will allow applicants and employees with disabilities an equal opportunity to compete in the workplace.*

*The current generation of Americans with disabilities is well prepared for the job market, yet nearly one half of working age people with disabilities in the United States are unemployed. An aggressive affirmative employment program of recruiting, outreach, and employee development directed toward people with disabilities has the potential both to help the Department meet its workforce needs and to help bring Americans with disabilities into the mainstream of the Department and society as a whole.*

### **October is National Disability Employment Awareness Month**

Th **TASC** Service / Value / Success

### **America Responds**

In response to September 11th events, the Office of FirstGov staff has compiled a list of government and other resources for victims, families, and friends of the vicious terrorist attack on New York and the Pentagon. The web site is:

<http://www.firstgov.gov/featured/usgresponse.html>

Additional information and links will be added as they become known.

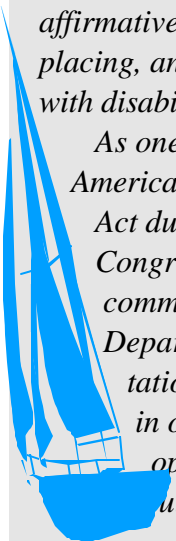
### **Employee Assistance Program**

In the September DOT Link, the phone numbers were incorrectly listed. For information on confidential counseling, financial, and legal services, call 1-800-222-0364 or TTY 1-888-262-7848 (for the Hearing Impaired).



**A lie can travel halfway around the world while the truth is still putting on its shoes.**

Samuel Clemens (Mark Twain)



**Please notify the center in advance if you need special accommodations for the programs below.**



### **Career Connections Workshops**

Presenting Myself on Paper --  
10/1 (for support staff only)  
Getting Finances in Order for  
Retirement -- 10/3  
KSA's -- 10/5  
Retirement (CSRS) -- 10/11  
Managing Stress -- 10/12  
Dealing With Change -- 10/16  
Conflict Management -- 10/17  
"Who Moved My Cheese?" --  
10/26  
Myers-Briggs Type Indicator  
(MBTI) -- 10/29  
Using Credit Wisely -- 10/30  
Customer Relations -- 10/31

Workshops will be held in  
PL-402. Space is limited. Call  
x69392 [TTY 67630] for the  
times and to register.

### **Worklife Programs**

[Call x66389 or TTY 67630]

- New Mom Discussion Group -- 10/10, 12-1 pm, PL-402
- Systematic Training to Effective Parenting -- 10/18 and 10/25, 12-1 pm, PL-402 (you must register in advance for entire series)
- Elder Care Resource Fair -- 10/30, 11:30-1:30 pm, Nassif Building Cafeteria

### **Best Retention Tool: "People" Managers**

The best managers -- the ones we remember and credit with our success -- take a genuine concern in staff members' personal lives, realizing that overall happiness is important in retaining employees. Tragically, recent research reveals that one of the principle reasons managers fail is that they don't build partnerships with subordinates and peers. Supervisors and managers would do well to emulate the following managerial types:

- Developer/coach. These managers constantly work with employees to improve their skills and increase their knowledge, not only to boost performance, but also to prepare employees for their *next* position.
- Relater. These managers are easy to talk to. They make employees feel comfortable discussing anything that's going on in their lives, business *or* personal.
- Missionary. These managers care about people -- employees, customers, community and family members. They also derive great satisfaction from seeing the people they've hired and coached reach high levels in the organization.

-- Adapted from *Hiring the Best*



### **Wisdom has two parts:**

- Having a lot to say.
- Not saying it

### **Dilbert's Rules of Order**

1. I can only please one person per day. Today is not your day. Tomorrow is not looking good either.
2. I love deadlines. I especially like the whooshing sound they make as they go flying by.
3. Tell me what you need, and I'll tell you how to get along without it.
4. Accept that some days you are the pigeon and some days the statue.
5. I don't have an attitude problem; you have a perception problem.
6. My reality check bounced.
7. On the keyboard of life, always keep one finger on the escape key.
8. I don't suffer from stress. I am a carrier.
9. Don't be irreplaceable - if you can't be replaced, you can't be promoted.
10. You can go anywhere you want if you look serious and carry a clipboard.
11. If it weren't for the last minute, nothing would get done.
12. When you don't know what to do, walk fast and look worried.
13. Following the rules will not get the job done.

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